



THE CITY OF SAN DIEGO

FEE/DEPOSIT SCHEDULE FOR CONSTRUCTION PERMITS

Grading and Public Right-of-Way

CITY OF SAN DIEGO DEVELOPMENT SERVICES

1222 FIRST AVENUE, MS 301 SAN DIEGO, CA 92101-4101

CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION

INFORMATION
BULLETIN

502

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This Information Bulletin lists fees and deposits for grading and public right-of-way permits. Additional fees will be required for any associated building permits. For project submittal information, see Land Development Manual Project Submittal Requirements, Section 3.

I. DEPOSIT ACCOUNTS

The plan review and inspection for Grading Permits and most Public Right-of-Way Permits requires a deposit into a Trust Fund account. A Trust Fund account is established with an initial deposit (see Section III). This initial deposit is drawn against to pay for the review and inspection of your project. During project review, and inspection the Financially Responsible Party (as identified on the Deposit Account/Financially Responsible Party form, DS-3242) will receive a monthly deposit statement reflecting the charges made against the account.

The Financially Responsible Party may receive invoices for additional deposits for subsequent reviews or inspections of the project in order to maintain the minimum balance as shown in Section III. The payment of this invoice will be required in order to continue processing your project. At the end of the project, any remaining funds will be returned to the Financially Responsible Party.

II. PROJECT FEES

The following fees are paid at the time the project is submitted to the Development Services Department for plan review or at permit issuance, as indicated below. These fees are in addition to the fee or deposit required for the plan review and inspection of the project.

A. General Plan Maintenance Fee

This fee is charged for projects with plans and documents to be reviewed for compliance with the general plan or land development code provisions.

General Plan Maintenance Fee.....\$275

B. Mapping Fee

This fee is charged at project submittal when there are plans, drawings, maps or other geographical documents utilized for project review.

Mapping Fee\$10

C. Issuance Fee

This fee is charged for all projects at the time of issuance.

Issuance Fee (with mylar)\$133

Issuance Fee (no plan/other)\$38

Documents Referenced in this Information Bulletin

- [Land Development Manual](#)
- [Project Submittal Requirements](#)
- [Information Bulletin 165](#), How to Obtain a Right-of-Way Permit for Standard Public Improvements
- [Information Bulletin 177](#), How to Obtain a Right-of-Way Permit for Traffic Control
- [Information Bulletin 570](#), Grading & Public Right-of-Way Permits Self Certification
- [Deposit Account/Financially Responsible Party, DS-3242](#)
- [Construction Cost Estimate Template](#)
- [Regional Standard Drawings](#)
- [Unit Prices for Checking Subdivisions and Permits](#)

D. Engineering Deposit Closeout Fee

This fee is charged for all deposit account projects at the time of permit submittal for bond release, termination of Subdivision Improvement Agreement, and project closeout after final inspection.

Closeout Fee\$262

E. Records Fee

This fee is assessed for all projects at issuance for imaging and archiving the documents in Records.

Records Fee - Minor Improvements\$20

Records Fee - Grading/Public Improvements.....\$90

F. Recordation Fee

This fee is charged at permit issuance for City staff time to record documents required as part of a project with the County Recorder. This fee is in addition to the County Recorder per page recording fee.

Recordation Fee\$54

G. Long Term Monitoring Fee

This fee is collected at permit issuance for grading permit projects with a cost estimate of \$100,000 or greater to monitor project compliance with storm water, environmental mitigation, slope revegetation, and other permit conditions on an on-going basis after projects have been completed and final inspection has occurred.

Long Term Monitoring Fee.....\$1,225

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Upon request, this information is available in alternative formats for persons with disabilities.

III. PUBLIC RIGHT-OF-WAY AND GRADING PERMIT FEES

A. Minor Public Improvements

These fees apply to standard public right-of-way permits with existing established curblines, such as the installation, replacement or removal of driveways, sidewalks, curb, pedestrian ramps and sidewalk underdrains. Standard public right-of-way permits are constructed in accordance with the Regional Standard Drawings. For more information standard public improvements, see Information Bulletin 165, "How to Obtain a Public Right-of-Way Permit for Standard Public Improvements."

The fees are per permit, not per item. The inspection fee includes one inspection for each type: mark-out, form, concrete pour, and final. Any inspections required beyond those listed will be charge the hourly inspection rate.

Table 502A - Minor Public Improvements

Item	Fee
Plan Check without Encroachment.....	\$291
Plan Check w/Encroachment	\$463
Encroachment only	\$432
Inspection	\$278
Inspection w/Combination Building Permit ¹	\$160
¹ . Charged when the permit is consolidated with a combination building permit and inspected by the building inspector.	

B. Plan Review Deposits

Table 502B identifies the initial deposit required for the plan review of Right-of-Way Permits that do not qualify as a minor improvement, and for all Grading Permits. These projects must be submitted on D-sheets, prepared and signed by a licensed engineer. Where multiple permits are requested (e.g., Grading Permit with a Public Right-of-Way Permit), the deposit amount for each permit is added together and that amount is required at the time of submittal.

Table 502B - Plan Review Deposit

Permit/Approval	Initial Deposit	Subsequent Review and Minimum Balance
Grading Permit	\$6,200	\$3,700
Grading & Right-of-Way Permit	\$6,200	\$3,700
Reimbursement Agreement	\$10,000	\$5,000
Right-of-Way Permit, Non Standard Improvements	\$2,500	\$1,200
Right-of-Way Permit, No Existing Curblin	\$6,200	\$3,700
Technical Study Review ¹	\$2,500	\$1,200
¹ . This is an optional service for the review of a Traffic Report, Water Study or Sewer Study prior to submittal of the grading or public right-of-way permits.		

C. Inspection Deposits

At permit issuance, an additional deposit per Table 502C will be required to cover the inspection of Public Right-of-Way and Grading Permits listed in Section III B. Upon completion of the project, any remaining funds in the deposit account will be returned to the Financially Responsible Party.

The inspection deposit is established from the approved Construction Cost Estimate of the public right-of-way improvement work, grading, landscape and irrigation and drainage improvements being done. The estimate must be prepared by a registered civil engineer using the most current Land Development Review Division - Unit Price List, available on the City web site at <http://www.sandiego.gov/development-services/pdf/industry/pricelist.pdf> or at the Development Services Department, 5th floor. In addition to the Unit Price List, a Microsoft Excel spreadsheet has been provided for the industry's use and is available at the same location on the City web site and is a good resource to help reduce preparation and review costs for construction cost estimates.

Table 502C - Inspection Deposit

Estimate of Improvement Cost	Deposit	Minimum Balance
\$0 to \$15,000	\$1,500	\$700
\$15,001 to \$35,000	\$2,700	\$1,000
\$35,001 to \$50,000	\$3,700	\$1,500
\$50,001 to \$100,000	\$4,800 plus 2% of the amount over \$50,000	\$1,800
\$100,001 and over	\$6,000 plus 1% of the amount over \$100,000	\$2,100

D. Construction Change Fees/Deposits

Changes after final approval and permit issuance must be approved. If there is a deposit account for the plan check and inspection of the original permit, the construction change plan check will be billed against this deposit account. The existing deposit account must contain the "Subsequent Review and Minimum Balance" identified in Table 502B in order to accept any construction changes for review. If there is no deposit account, the plan check will be billed at the hourly rates.

E. Hourly Rates for Services Not Covered Above

DSD Inspection	\$123
DSD-Review Engineering.....	\$144
DSD-Review Planning.....	\$148
E&CP Engineering Inspection.....	\$101
E&CP Materials Lab.....	\$76
E&CP Surveys.....	\$148
E&CP Supervisor	\$134

E&CP Inspection-after Hours\$152

IV. PUBLIC RIGHT-OF-WAY PERMIT FEE FOR TRAFFIC CONTROL

A Traffic Control fee is charged to recover City costs for office and field review of construction traffic control plans. The fees for this approval are contained in Information Bulletin 177, "How to Obtain a Permit for Traffic Control."

A letter from the property owner or financially responsible party (as shown on DS-3242) must be provided to authorize overtime to be charged.

V. ENHANCED/OPTIONAL SERVICES

A. Project Management Services

In order to accommodate the needs of the industry, an Active Project Manager will be assigned to projects when an applicant requests a customized review or approval process; for public improvements and grading related to phased subdivisions; or when deemed necessary by management due to the project complexity or aggressive timelines. All requests shall be submitted and approved prior to acceptance of any construction documents. Applicants also have the option of requesting an Active Project Manager to be assigned to their project.

An Active Project Manager will be the point of contact for the applicant, but any member of the review team can be contacted directly concerning plan review on specific items such as building codes, planning or public improvement requirements. Active Project Managers are available to handle complex scheduling issues and coordination between the reviewers and to assist customers with the following:

1. Facilitating pre-submittal meetings and preliminary reviews.
2. Determining the submittal requirements, project fees and distribution.
3. Coordinating concurrent processing with Project Managers managing the discretionary project.
4. Managing the portion of the project schedule that relates to the Development Services Department review and approval process.
5. Conflict resolution.
6. Coordinating issuance of the ministerial permit.

To request an Active Project Manager, please contact Nabil Chehade at NChehade@sandiego.gov, or by phoning (619) 446-5076.

B. Express Plan Check

When available, a reduced review period can be accomplished by paying Express Plan Check fees, at \$365 plus 1.5 times regular plan check fee or 1.5 times the hourly rate, when applicable.

Deposit accounts will require 1.5 times the initial deposit for new projects, or 1.5 times the subsequent review/minimum deposit for established projects.